



FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION	RELEASE DATE:	Wednesday, December 30, 2009
POSITION TITLE:	DEPUTY DIRECTOR, LEGISLATIVE AND GOVERNMENTAL RELATIONS	FINAL FILING DATE:	Tuesday, January 19, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	12302009_2

POSITION DESCRIPTION

Under general direction of the Executive Director, the Deputy Director of Legislative and Governmental Relations will, as a member of the First 5 California Executive Staff, serve as the State Commission Legislative Consultant and Policy Advisor to the First 5 California Executive Staff and State Commission on legislative matters and activities relating to various Commission programs and will plan, organize and direct First 5 California's legislative program.

The Deputy Director of Legislative and Governmental Relations will plan, organize, and direct the departmental legislative program and advise on the county technical assistance program as defined in the California Children and Families First Act of 1998 (Act) utilizing First 5 California's Strategic Plan, SAM, DOF and DPA rules and regulations, MS Office, Outlook, and Visio applications.

In order to manage First 5 California's legislative program in support of the First 5 California Strategic Plan and the furtherance of First 5 California programs, the incumbent will manage the demands of an aggressive and ever-changing policy agenda to achieve the mission of First 5 California; direct state legislative and governmental affairs that impact First 5 California to ensure consistency with strategic goals and objectives; develop, through subordinate staff, First 5 California's annual legislative program, including advising the Executive Staff and State Commission on the political feasibility, risks, and strategies related to individual proposals; and develop, coordinate, and promote support among various interest and constituency groups for the Commission's legislative proposals; represent First 5 California at legislative committee hearings by testifying on and defending positions on legislation; serve as principle spokesperson for legislative activities at the county, state, and federal levels; act as the First 5 California liaison with the 58 local county commissions on all legislative matters, interpret legislative issues recognizing the policy implications and recommending specific actions and positions to First 5 California management; present recommendations to First 5 California management on complex policy issues involving legislation; prepare legislative amendments and proposals for Governor's Office approval, commission position letters on bills, and other legislative correspondence in order to effectively

advocate commission legislation; research, develop, and prepare bill analyses of State Budget proposals and recommend formal positions to Executive Staff; communicate official Commission positions to the legislature, advocacy groups, and other interested parties as appropriate; coordinate development of Commission testimony at legislative “informational” and “fact-finding” hearings and advise Executive Staff on appropriate Commission position.

In addition, the Deputy Director will provide policy and program consultation to First 5 California commissioners and Executive Staff in matters related to the legislative and governmental affairs program and the interpretation and implementation of various laws; formulate policy and coordinate program implementation on issues related to federal and state legislative matters; and influence, develop, and implement statewide policies in multiple arenas.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and

administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience in a complex organization with responsibility for the development and maintenance of cooperative relationships with both internal and external representatives from all levels of government, public, and the Legislature and with the demonstrated communication skills necessary to negotiate and present sensitive issues before a wide range of audiences, including a board or commission.
- Experience developing and implementing regulations and/or policies for a high-profile Board or Commission, which may include Legislative members, and/or sensitive programs that have statewide impact.
- Experience making presentations both in writing and orally on program or policy issues before the Legislature, local government, various control agencies, stakeholders and/or the public, as well as responding to ongoing inquiries.
- Experience developing and maintaining cooperative working relationships with, and securing the support of, representatives at all levels of local, state, and the federal government; the California

Legislature, as well as, environmental organizations; and other interested or involved stakeholder groups.

- Experience in working with public policy and the State Legislative Process.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, LEGISLATIVE AND GOVERNMENTAL RELATIONS**, with the **FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed above, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed two pages in length with a font no smaller than 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION, FIRST 5
CALIFORNIA, CALIFORNIA CHILDREN AND FAMILIES COMMISSION
707 3RD STREET, 7TH FLOOR, WEST SACRAMENTO, CA 95605
TANYA CAREY | 916-376-5434 | tanya.carey@dgs.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>